

FILING AN OBJECTION/REPLY/RESPONSE TO A MOTION

This basic procedure applies to a bankruptcy or adversary case.

THINGS TO KNOW

Before filing the Objection/Reply/Response, you should know the date, time, and location of the motion, application or other matter to which the objection refers.

CM/ECF Buttons

Next - The Next button will allow you to proceed with the docketing process or complete, with warning, the docketing process.

Clear - Use the clear button to clear/reset a data entry box.

Submit – Clicking Submit will complete the docketing process.

- Select Bankruptcy or Adversary on the CM/ECF Main Menu Bar.
- Select Answer/Response from the **Bankruptcy Events** or **Adversary Events** menu.
- Select **Reference an Existing motion/application...**
- At the Case Selection screen, input the case number.
- Select the type of event you would like to docket (**Objection/Reply/Response**) by clicking the down arrow.
- Review case information and proceed.
- If this is a joint filing with another attorney that exists on the case, click the joint filing box. At the Attorney Selection screen, select the joining attorney.
- If this is not a joint filing with another attorney, do not click the joint filing box.

- At the **Party Selection** screen, if the party is listed, select the party.

If an association does not exist between you and the selected party, the message will appear as shown below.

The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case.

Click the appropriate association to create.

If the party is not listed, select **Add/Create New Party**. Input party information and select the **Role** of the party. **You must select a Role.**

- At the **File Upload** screen, click the **Browse** button to search for your PDF document.

Adding Attachments

The **Attachments to Document** defaults to No. If you have attachments, click Yes. To upload the attachment, browse for the PDF document, select a description type by clicking the down arrow or input a description, and select Add to List.

- At the **Hearing Information** screen, input the hearing date, time and location.

NOTICE: Set Hearing on Objection for the same date, time, and location as the hearing on the motion/application or other matter to which the objection is being filed.

Select the appropriate category. In addition to selecting the category, you may further limit your search by inputting a file date range or document number range.

NOTICE: Use of the file date range or the document number range is optional.

A snapshot of the Hearing Information screen is shown below.

Set Hearing on Objection for the same date and time as the hearing on the motion application or other matter to which the objection is filed.

Hearing Information

Hearing Date: 2/15/2006 Hearing Time: 10:00 ☒ AM ☐ PM

Location: 500 Poydras Street, Suite B-709

Select the category to which your event relates.

court
oral
ordined
misc
miscap
motion
notice
order
plan
trustee

Filed 1/1/2003 to 12/31/2004

Documents 1 to 40

Next Clear

- At the **Docket Text Edit** screen, you may enhance the docket text by selecting a prefix statement or input additional text about the document to which the objection/reply/response refers.
- At the **Docket Text: Final Text** screen, carefully proofread the entry. If the entry is correct, Click Next or Submit.
- The Notice of Electronic Filing appears.